Direct Loan Tools Reports



This section provides samples of and overview information regarding the variety of reports that can be generated using Direct Loan (DL) Tools Release 11.0 to assist your Direct Loan processing and reconciliation performance.

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Report Relocation

For Release 11.0, we've relocated all comparison reports from the Print dialog box to the new Compare dialog box, accessible from the software toolbar or the Tools menu. We also relocated all SAS summary reports from the SAS import function to the Print dialog box.

Internal Ending Cash Balance Report

In order for the Internal Ending Cash Balance Report to provide an accurate school ending cash balance, both cash records and loan/disbursement records must be available to the software. Schools that do not use the Cash Management function in DL Tools, do not import loan and disbursement records from an external file, or do not have a connection to EDExpress will not obtain helpful results from this report.

Reports

Using DL Tools, Release 11.0, you can print a variety of reports to assist your Direct Loan processing and reconciliation performance. This section provides a description and an example for each of the following reports:

Located within the Print function:

- Internal Ending Cash Balance Report
- SAS Cash Summary
- SAS Disbursement Summary
- School Account Statement (SAS) Cash Detail
- SAS Loan and Disbursement Detail
- Disbursement Measurement Tool Report (EDExpress schools only)

Located within the Compare function:

- Cash Detail Comparison
- Loan Detail Comparison Loan Detail
- Disbursement Detail Comparison

Each report example represents the 2011-2012 award year. Keep in mind that these reports can be run for all program years supported in Release 11.0.

Internal Ending Cash Balance Report

The Internal Ending Cash Balance Report calculates and displays the school internal ending cash balance based on Cash Receipts and Refunds of Cash entered or imported in Cash Management in DL Tools, and disbursement amounts from your school's EDExpress database or loan/disbursement amounts imported into DL Tools from an external file source (non-EDExpress schools). The cash detail can be imported using the Cash Detail External Add file (DLEXCASH) and the disbursement detail can be imported using the Disbursement Detail External Add file (DLEXDISB). External record layouts are provided in Volume IV, Section 3 of the 2011-2012 COD Technical Reference.

This report is available for all program years supported in Release 11.0. An EDExpress database connection is optional.

When printing an Internal Ending Cash Balance Report, if you have not identified a school code in System setup, then you can identify a particular school code in the DL Tools Print dialog box. If you leave the school code blank in the Print dialog box, then an Internal Ending Cash Balance Report prints for all school codes in your school's database for the designated program year.

Below is an example of an Internal Ending Cash Balance Report – Summary with Disbursement Data Source = EDExpress:

```
Report Date: 02/01/2012
                              U.S. DEPARTMENT OF EDUCATION
                                                                     Page:
Report Time: 12:01:01
                             DIRECT LOAN TOOLS - 2011-2012
               Internal Ending Cash Balance Report - Summary
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
Date Range: 01/01/2012 to 01/31/2012
School Code: G99999
                                                  $268,603
Cash Receipts:
Refunds of Cash:
                                                   $35,135
Total Cash (Receipts - Refunds of Cash):
                                                                            $233,468
Total Disbursement Net Amount from EDExpress:
                                                                            $231,468
Ending Cash Balance (Total Cash - Total Net Disbursements):
                                                                              $2,000
```

Example 2

Below is an example of an Internal Ending Cash Balance Report – Summary with Disbursement Data Source = External Source:

```
Report Date: 02/01/2012
                              U.S. DEPARTMENT OF EDUCATION
                                                                     Page:
Report Time: 12:01:01
                              DIRECT LOAN TOOLS - 2011-2012
                 Internal Ending Cash Balance Report - Summary
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
Date Range: 01/01/2012 to 01/31/2012
School Code: G99999
Cash Receipts:
                                                   $268,603
Refunds of Cash:
                                                    $35,135
Total Cash (Receipts - Refunds of Cash):
                                                                            $233,468
Total Disbursement Net Amount from External Data:
                                                                            $233,468
Ending Cash Balance (Total Cash - Total Net Disbursements):
                                                                                   $0
```

Below is an example of an Internal Ending Cash Balance Report – Detail Sorted by Transaction Type:

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT	Report Date: Report Time:	12:12:01 D	.S. DEPARTMENT OF EDUCATION PAGE: 1 IRECT LOAN TOOLS - 2011-2012 Ending Cash Balance Report - Detail	
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Refund 01/12/2012 \$3,095 Refund 01/15/2012 \$3,037 Refund 01/20/2012 \$3,011 Refund 01/21/2012 \$2,000 Refund 01/22/2012 \$125 Total Cash Receipt Records: 14 Total Refunds of Cash Records: 12 Total Cash Receipt Amount: \$268,603	Refund	01/10/2012	\$3,179	
Refund 01/15/2012 \$3,037 Refund 01/20/2012 \$3,011 Refund 01/21/2012 \$2,000 Refund 01/22/2012 \$125 Total Cash Receipt Records: 14 Total Refunds of Cash Records: 12 Total Cash Receipt Amount: \$268,603		01/11/2012	\$3,124	
Refund 01/20/2012 \$3,011 Refund 01/21/2012 \$2,000 Refund 01/22/2012 \$125 Total Cash Receipt Records: 14 Total Refunds of Cash Records: 12 Total Cash Receipt Amount: \$268,603				
Refund 01/21/2012 \$2,000 Refund 01/22/2012 \$125 Total Cash Receipt Records: 14 Total Refunds of Cash Records: 12 Total Cash Receipt Amount: \$268,603				
Refund 01/22/2012 \$125 Total Cash Receipt Records: 14 Total Refunds of Cash Records: 12 Total Cash Receipt Amount: \$268,603				
Total Cash Receipt Records: 14 Total Refunds of Cash Records: 12 Total Cash Receipt Amount: \$268,603				
Total Refunds of Cash Records: 12 Total Cash Receipt Amount: \$268,603	keiuna	01/22/2012	\$125	
Total Refunds of Cash Records: 12 Total Cash Receipt Amount: \$268,603	Total Cash Re	eceipt Records:	14	
		_		
Total Refunds of Cash Amount: \$35,135	Total Cash Re	ceipt Amount:	\$268,603	
		-		

SAS Cash Summary

The SAS Cash Summary contains both a monthly and a year-to-date summary of cash and loan data processed by the COD system. This report can be compared to summary information on the school's internal systems. You can print a monthly cash summary, year-to-date cash summary, or both.

Note: The SAS cash summary information stored in your database corresponds to the most recent SAS file you imported. The summary data is overwritten with each SAS import.

An EDExpress database connection is optional, as this report prints cash summary data from the SAS, which is stored in the DL Tools database.

The SAS Cash Summary report has been relocated from the SAS import functionality to the Print functionality (viewed by opening the Print dialog box), enabling you to print the report at any time following the import of a SAS file.

Below is an example of a SAS Cash Summary – Type is Monthly:

Report Date: 02/01/2012 U.S. DEPAR Report Time: 09:53:09 DIRECT LO.	AN TOOLS - 2011-2012 thly Cash Summary	PAGE: 1
**********	********	*****
End Date: 01/31/2012		
School Code: G99999 Region Code: 99 State Code: XX		
Beginning Cash Balance: Cash Receipts: Refunds of Cash:	\$24,137 \$5,500	\$3,000
Net Drawdowns/Payments:	43,000	\$18,637
Booked Disbursements: Booked Adjustments:	\$8 , 637 \$0	
Total Net Booked Disbursements:		\$8,637
Ending Cash Balance: Unbooked Disbursements: Unbooked Adjustments:	\$6,119 \$0	\$13,000
Total Net Unbooked Disbursements:	10	\$6,119
Cash > Accepted and Posted Disburser	ments:	\$6,881

Below is an example of a SAS Cash Summary – Type is Year-to-Date:

Report Date: 02/01/2012 U.S. DEPARTMENT OF EDUCATION PAGE: 1 Report Time: 10:23:37 DIRECT LOAN TOOLS - 2011-2012 SAS Year-to-Date Cash Summary								
SAS Year-to-Date Cash Summary THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT ************************************								
End Date: 01/31/2012								
School Code: G99999 Region Code: 99 State Code: XX								
Beginning Cash Balance: \$0 Cash Receipts: \$14,996.789								
Refunds of Cash: Net Drawdowns/Payments:	\$5 , 500	\$14,991,289						
Booked Disbursements: Booked Adjustments:	\$14,999,978 \$-21,689							
Total Net Booked Disbursements:	+ 22, 003	\$14,978,289						
Ending Cash Balance: \$13,000 Unbooked Disbursements: \$6,119 Unbooked Adjustments: \$0								
Total Net Unbooked Disbursements: \$6,119								
Cash > Accepted and Posted Disbursements: \$6,881								

The SAS Disbursement Summary report is relocated from the SAS import functionality to the Print dialog box, enabling you to print the report at any time following the import of a SAS file.

SAS Disbursement Summary

This section of the SAS provides monthly and year-to-date summary disbursement information for the reported period. It can be used to monitor loan volumes at the summary level (both booked and unbooked) for all loan types processed by the COD system. You can print a monthly disbursement summary, year-to-date disbursement summary, or both.

Note: The SAS disbursement summary information stored in your database corresponds to the most recent SAS file you imported. The summary data is overwritten with each SAS import.

An EDExpress database connection is optional.

Below is an example of a SAS Disbursement Summary – Type is Monthly:

Report Date: 02/01/2012 U.S. DEPARTMENT OF EDUCATION PAGE: 1 Report Time: 12:53:54 DIRECT LOAN TOOLS - 2011-2012 SAS Monthly Disbursement Summary THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT ***********************************							
	Subsidized	Unsubsidized	PLUS				
Booked Gross Booked Fee Booked Interest Rebate Booked Net Unbooked Gross Unbooked Fee Unbooked Interest Rebate Unbooked Net	\$2,250 \$22 \$11 \$2,239 \$0 \$0 \$0 \$0	\$30 \$15 \$2,985 \$1,250 \$12	\$140 \$53 \$3,413 \$5,000 \$200 \$75				
Booked Gross Booked Fee Booked Interest Rebate Booked Net Unbooked Gross Unbooked Fee Unbooked Interest Rebate Unbooked Net	\$8,750 \$192 \$79 \$8,637 \$6,250 \$212 \$81 \$6,119						

Below is an example of a SAS Disbursement Summary – Type is Year-to-Date:

Report Date: 02/01/2012 U. Report Time: 12:53:54 DI SAS Yea THIS DOCUMENT CONTAINS SE ***********************************	RECT LOAN TOOLS - ir-to-Date Disburse INSITIVE INFORMATIO	2011-2012 ement Summary ON PROTECTED BY TH	
	Subsidized	Unsubsidized	PLUS
Booked Gross Booked Fee Booked Interest Rebate Booked Net Unbooked Gross Unbooked Fee Unbooked Interest Rebate	\$84,152	\$16,663 \$3,315,960 \$1,250 \$12	\$134,937 \$50,601 \$3,289,111 \$5,000 \$200
Unbooked Net	\$0 All Loans	\$1,244	\$4 , 875
Booked Gross Booked Fee Booked Interest Rebate Booked Net	\$15,121,364 \$252,415 \$109,340 \$14,978,289		
Unbooked Gross Unbooked Fee Unbooked Interest Rebate Unbooked Net	\$6,250 \$212 \$81 \$6,119		

Cash Detail Comparison

The Cash Detail Comparison Report, previously printed from the Print dialog box, has been relocated to the Compare dialog box. The report provides a comparison of cash detail records in the SAS file received from the Common Origination and Disbursement (COD) System to the cash detail records in DL Tools Cash Management. Cash Management records are entered manually or through the Cash Detail External Add (DLEXCASH) import option. Since only Cash entries (Drawdowns and Refunds of Cash) are used for the Cash Detail Comparison report, no disbursement detail information prints on this report. External record layouts are found in Volume IV, Section 3 of the 2011-2012 COD Technical Reference.

An EDExpress database connection is optional, as this report compares cash data, which is not currently stored in the EDExpress database.

The Cash Detail Comparison report uses the tolerance setting in DL Tools' System Setup (Tools, Setup, System) to account for timing differences between the entry dates on your school system and the dates recorded for cash transactions by the processors. The System Setup field labeled Maximum number of days difference between SAS Cash records and cash records entered by the school which will be considered a match allows you to enter the number of days between SAS cash records and cash records entered by your school that are considered a match when running the Cash Detail Comparison report. A drawdown or refund of cash transaction is considered a mismatch if the number of days between the date reported by the school and the date reported on the SAS exceeds this tolerance.

When printing a Cash Detail Comparison Report, if you have not identified a school code in System setup, then you can identify a particular school code in the DL Tools Compare dialog box. If you leave the school code blank in the Compare dialog box, then a Cash Detail Comparison report prints for all school codes in your school's database for the designated program year.

Example 1Below is an example of a Cash Detail Comparison – Sorted by Amount:

Report Date: 02/01/2012 U.S. DEPARTMENT OF EDUCATION PAGE: 1 Report Time: 12:01:01 DIRECT LOAN TOOLS - 2011-2012 Cash Detail Comparison Sort by: Amount THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT							
)1/01/2012 to	01/31/2012	Match Sta				
School Code:			Trans Typ	e: All			
Tolerance (#	days): 5						
Trans Type	Trans Date	Trans Amount	Match Status	Record Source			
Receipt	01/02/2012	\$112	Matched	COD			
Receipt	01/02/2012	\$112	Matched	School			
Receipt	01/03/2012	\$378	Matched	COD			
Receipt	01/03/2012	\$378	Matched	School			
Receipt	01/05/2012	\$995	Unmatched	COD			
Refund	01/06/2012	\$954	Matched	COD			
Refund	01/06/2012	\$954	Matched	School			
Refund	01/07/2012	\$1,247	Matched	School			
Refund	01/07/2012	\$1,247	Matched	COD			
Receipt	01/09/2012	\$1,797	Matched	COD			
Receipt	01/09/2012	\$1,797	Matched	School			
Refund	01/12/2012	\$3,126	Matched	School			
Refund	01/12/2012	\$3,126	Matched	COD			
Receipt	01/02/2012	\$3,350	Matched	COD			
Receipt	01/02/2012	\$3,350	Matched	School			
Receipt	01/05/2012	\$4,084	Matched	COD			
Receipt	01/05/2012	\$4,084	Matched	School			
			16 1 9 8				

Below is an example of a Cash Detail Comparison – Filtered on Transaction Type and Sorted by Date:

Report Date: Report Time:	PAGE: 1 ort by: Date HE PRIVACY ACT							

Date Range: (01/01/2012 to	02/28/2012	Match Sta	tus: All				
School Code:	School Code: G99999 Trans Type: Refunds of Cash							
Tolerance (#	days): 5							
Trans Type	Trans Date	Trans Amount	Match Status	Record Source				
Refund	01/02/2012	\$112	Matched	School				
Refund	01/02/2012	\$112	Matched	COD				
Refund	01/03/2012	\$378	Matched	School				
Refund	01/03/2012	\$378	Matched	COD				
Refund	01/06/2012	\$954	Unmatched	School				
Refund	02/01/2012	\$952	Unmatched	COD				
Refund	02/02/2012	\$1,247	Matched	School				
Refund	02/02/2012	\$1,247	Matched	COD				
Refund	02/05/2012	\$3,126	Matched	School				
Refund	02/05/2012	\$3,126	Matched	COD				
Refund	02/10/2012	\$23,126	Unmatched	COD				
Refund	02/12/2012	\$3,350	Matched	School				
Refund	02/12/2012	\$3,350	Matched	COD				
Refund	02/19/2012	\$4,084	Matched	School				
Refund	02/19/2012	\$4,084	Matched	COD				
Refund	02/21/2012	\$5,881	Unmatched	School				
Totals: Matched Records: Unmatched Records: COD Cash Detail Records: School Cash Detail Records: 8								

If your school has not imported a booking notification for the loan but the SAS shows that the loan is booked, the loan appears in the "Booked Records That Are Unmatched" section. The booking status is according to the COD System, not according to your school's database. If your school receives a DSDF with monthly detail, then no loans appear in this section when the Loan Level Compare is run (unless the SAS shows the loan as unbooked and your school data shows that the loan total is \$0), due to the fact that loan totals in the monthly detail section of the SAS are always \$0.

Loan Detail Comparison - Loan Level

This report, previously printed from the Print dialog box, has been relocated to the Compare dialog box. The report provides you with a comparison of loan detail records from the SAS file received from the COD System with loan or disbursement detail records imported from an external system or loan detail data in EDExpress. The Loan Detail External Add (DLEXLOAN) record layout is provided in Volume IV, Section 3 of the 2011-2012 COD Technical Reference.

Note: DL Tools Loan and Disbursement Comparison Reports are designed to be run using the SAS with YTD detail, *not* monthly detail. You can change your SAS options by accessing the COD Web site at <u>cod.ed.gov</u>.

Records are grouped into four sections on the report based on selected match status (Matched, Unmatched, or All) and booked status (Booked, Unbooked, or Both Booked and Unbooked). The four sections are:

Booked Records That Are Matched - Loan records appear in this section of the Compare report if the SAS shows a booked date and the loan data in the SAS matches the data in your school's database. If you receive a DSDF with monthly detail, then loans never appear in this section when the Loan Level Compare is run, since the loan totals in the monthly detail section of the SAS are always \$0.

Booked Records That Are Unmatched - Loan records appear in this section of the Compare report if the loan appears on the SAS as booked, but the data does not appear in your school's database; or there is a discrepancy between the COD System data and the school data. If your school receives a DSDF with monthly detail, then all loans that appear in the SAS as booked appear in this section when the Loan Level Compare is run, unless the loan was reduced to \$0 at the school.

Unbooked Records That Are Matched - Loan records appear in this section of the Compare report if the loan appears on the SAS as unbooked and the amounts match between the COD System and the school.

Unbooked Records That Are Unmatched - Loan records will appear in this section of the Compare report if the loan exists in your school's database but does not appear on the SAS; the loan appears as unbooked on the SAS, but the record does not appear in your school's database; or there is a discrepancy between the COD System data and the school data for an unbooked loan. If your school receives a DSDF with monthly detail, then any disbursements that were accepted in a previous month would not be on the monthly SAS, and would therefore appear in this section.

A Loan Detail Comparison - Loan Level Report runs regardless of the type of SAS (DSLF or DSDF) that has been imported into DL Tools, as long as the SAS contains either loan detail or disbursement detail. An EDExpress database connection is optional. When printing a Loan Detail Comparison, if you have not identified a school code in System setup, then you can identify a particular school code in the DL Tools Compare dialog box. If you leave the school code blank in the Compare dialog box, the Loan Detail Comparison report prints for all school codes in your school's database for the designated program year.

Below is an example of a Loan Detail Comparison – Loan Level, Sorted by Loan ID, Page 1:

PAGE: 1 Report Date: 02/01/2012 U.S. DEPARTMENT OF EDUCATION Report Time: 12:01:01 DIRECT LOAN TOOLS - 2011-2012 Loan Detail Comparison - Loan Level Sort by: Loan ID THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT School Code: G99999 End Date: 01/31/2012 Match Status: All BOOKED RECORDS THAT ARE MATCHED School/COD # School
Loan ID Student's Name Net Amount Disbs 99999999912G99999001 PINK, JACK J \$500/ \$500 2 9999999912G99999001 BLUE, JOHN S \$3500/ \$3500 2

Example 2

Below is an example of a Loan Detail Comparison – Loan Level, Sorted by Loan ID, Page 2:

-	U.S. DEPARTMENT OF EDUCATION DIRECT LOAN TOOLS - 2011-20 Loan Detail Comparison - Loan	012	PAGE: 2				
Sort by: Loan ID THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT ************************************							
School Code: G99999		End Date: 01/31/	/2012				
Match Status: All							
BOOKED RECORDS THAT AF	RE UNMATCHED						
Loan ID	Student's Name	School/COD Net Amount					
99999999912G99999001	WHITE, WENDY W	\$500/ \$245	2				
99999999912G99999001	BLACK, BUD B	/ \$245	1				
999999999912G99999001	GREEN, GARY G	\$500/	2				

Below is an example of a Loan Detail Comparison – Loan Level, Sorted by Loan ID, Page 3:

Report Date: 02/01/2012 U.S. DEPARTMENT OF EDUCATION PAGE: 3 Report Time: 12:01:01 DIRECT LOAN TOOLS - 2011-2012 Loan Detail Comparison - Loan Level Sort by: Loan ID THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT School Code: G99999 End Date: 01/31/2012 Match Status: All UNBOOKED RECORDS THAT ARE MATCHED School/COD # School Net Amount Disbs Loan ID Student's Name 99999999912G99999001 BROWN, BRENDA B \$500/ \$500 2 99999999012G99999001 RED, ROBERT R \$1500/ \$1500 2

Example 4

Below is an example of a Loan Detail Comparison – Loan Level, Sorted by Loan ID, Page 4:

	-	2 U.S. DEPARTMENT OF EI		PAC	SE: 4
R€	eport Time: 12:01:0	1 DIRECT LOAN TOOLS - 2 Loan Detail Comparison -			
		Loan Detail Comparison -		by: Loar	n TD
* *		INS SENSITIVE INFORMATION	PROTECTED BY THE	PRIVACY	ACT
Sc	chool Code: G99999		End Date:	01/31/20)12
Ma	atch Status: All				
	NBOOKED RECORDS THAT NOTE - SCHOOL RECORDS	ARE UNMATCHED OUTSIDE OF SAS DATE RANG	GE WILL APPEAR IN T	HIS SECT	TION
Lo	oan ID	Student's Name	School/CO Net Amoun		
99	99999999812G99999001	BLUE, BARBARA B	\$500/	\$245	2
99	99999999S12G99999001	WHITE, WILLIAM W	/	\$245	0
99	99999999S12G99999001	GREEN, GLENDA G	\$500/		2
T(OTAL BOOKED RECORDS TO TAL BOOKED RECORDS TO TAL UNBOOKED RECORDS OTAL UNBOOKED RECORDS	HAT ARE UNMATCHED: THAT ARE MATCHED:			2 3 2 3

If your school has not imported a booking notification for the loan but the SAS shows that the disbursement has booked, then the disbursement appears in the "Booked Records That Are Unmatched" section. The booking status is according to the COD System, not according to your school's database.

The SAS end date always supersedes the selected date range specified if that date falls beyond the SAS end date.

A Disbursement Detail Comparison Report runs only if a disbursement level report (DSDF) with disbursement detail has been imported into DL Tools. If your school imports a loan-level report (DSLF) rather than a DSDF, then you cannot run this report. An EDExpress database connection is optional. When printing a Disbursement Detail Comparison, if you have not identified a school code in System setup, you can identify a particular school code in the DL Tools Compare dialog box. If you leave the school code blank in the Compare dialog box, a Disbursement Detail Comparison report prints for all school codes in your school's database for the designated program year.

Disbursement Detail Comparison

This report, now printed from the Compare dialog box, provides you with a comparison of disbursement detail records from the SAS file received from the COD System with disbursement detail records imported from an external system or disbursement detail data in EDExpress. The Disbursement Detail External Add (DLEXDISB) record layout is provided in Volume IV, Section 3 of the 2011-2012 COD Technical Reference.

Note: DL Tools Loan and Disbursement Comparison Reports are designed to be run using the SAS with YTD detail, *not* monthly detail. You can change your SAS options by accessing the COD Web site at cod.ed.gov.

Records are grouped into four sections on the report based on selected match status (Matched, Unmatched, or All) and booked status (Booked, Unbooked, or Both Booked and Unbooked). The four sections are:

Booked Records That Are Matched - Disbursement records appear in this section of the Compare report if the SAS shows a booked date and the disbursement data in the SAS matches the data in your school's database.

Booked Records That Are Unmatched - Disbursement records appear in this section of the Compare report if the disbursement appears on the SAS as booked, but the data does not appear in your school's database; or there is a discrepancy between the COD System data and the school data.

Unbooked Records That Are Matched - Disbursement records appear in this section of the Compare report if the disbursement appears on the SAS as unbooked, and the dates and amounts match between the COD System and the school.

Unbooked Records That Are Unmatched - Disbursement records appear in this section of the Compare report if the disbursement exists in your school's database but does not appear on the SAS; the disbursement appears as unbooked on the SAS, but the record does not appear in your school's database; or there is a discrepancy between the COD System data and the school data for an unbooked loan. If your school receives a DSDF with monthly detail, then any disbursements that were accepted in a previous month would not be on the monthly SAS and would therefore appear in this section.

DL Tools compares the disbursements recorded in EDExpress to the corresponding disbursements in the SAS by doing a one-to-one comparison of each disbursement using the disbursement number, sequence number, disbursement date, and disbursement amounts.

Below is an example of a Disbursement Detail Comparison – Sorted by Loan ID, Page 1:

Report Date: 02/01/2012 U.S. DEPARTMENT OF EDUCATION PAGE: 1 Report Time: 12:01:01 DIRECT LOAN TOOLS - 2011-2012 Disbursement Detail Comparison Sort by: Loan ID THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT Date Range: 01/01/2012 to 01/31/2012 School Code: G99999 End Date: 01/31/2012 Match Status: All BOOKED RECORDS THAT ARE MATCHED Disb #/ School/COD Loan ID Student's Name Seq # Net Amount 99999999912G99999001 BROWN, BARRY B 1/ 1 \$500/ \$500 1/ 1 \$500/ \$500 99999999912G99999001 TAN, TERESA T

Below is an example of a Disbursement Detail Comparison – Sorted by Loan ID, Page 2:

Report Date: 02/01/2012 U.S. DEPARTMENT OF EDUCATION PAGE: 2 Report Time: 12:01:01 DIRECT LOAN TOOLS - 2011-2012 Disbursement Detail Comparison									
								by: Loar	
			INS SENSITI						
*****	*****	*****	*****	*****	*****	*****	*****	*****	*****
Date Rang	e: 01/0	1/2012	to 01/31/2	012					
School Co	de: G99	1999				म	nd Date:	01/31/20	112
2011001 00	uo. 055					_	a 2a00.	01,01,20	,
Match Sta	tus: Al	1							
		-							
BOOKED RE	CORDS I	HAT AR	E UNMATCHED						
Loan ID			Student's	Name					
			Date		Gross	Fee	Rebate	Net	Net Adi
COD			Date						
99999999	S12G999	99001	RED, ROBER	TA R					
	1	1	01/05/2012	D	\$1,750	\$35	\$27	\$1,742	
			01/05/2012			\$35			
					•			. ,	
999999999	S12G999	99001	RED, ROBER	TA R					
	2	1	01/11/2012	D	\$1,750	\$35	\$27	\$1,742	
	2	1	01/11/2012	D	\$1,749	\$34	\$26	\$1,741	
99999999	S12G999	99001	GREEN, GRE	G G					
	1	2	01/12/2012	А	\$1,500	\$45	\$23	\$1,478	\$1,281
	1	2	01/12/2012	А	\$1,501	\$45	\$23	\$1,479	\$1 , 282
99999999	S12G999		GREEN, GRE						
	2	2	01/15/2012	A	\$1,500	\$45	\$23	\$1,478	\$1,281
	NO	MATCHI	NG COD DISB	URSEME	NT EXIST	S			

Below is an example of a Disbursement Detail Comparison – Sorted by Loan ID, Page 3:

Report Date: 02/01/2012 U.S. DEPARTMENT OF EDUCATION PAGE: 3 Report Time: 12:01:01 DIRECT LOAN TOOLS - 2011-2012 Disbursement Detail Comparison Sort by: Loan ID THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT Date Range: 01/01/2012 to 01/31/2012 School Code: G99999 End Date: 01/31/2012 Match Status: All UNBOOKED RECORDS THAT ARE MATCHED Disb #/ School/COD Loan ID Student's Name Seq # Net Amount 99999999912G99999001 BLUE, BELINDA B 1/ 1 \$1,500/\$1,500 99999999012G99999001 BROWN, BILL B 1/ 1 \$1,500/\$1,500

Below is an example of a Disbursement Detail Comparison – Sorted by Loan ID, Page 4:

Report Date: 02/01/2012 U.S. DEPA Report Time: 12:01:01 DIRECT LO. Disburseme	AN TOOLS	- 2011-	2012		PAGE:	
THIS DOCUMENT CONTAINS SENSITIVE				BY THE P		Т
Date Range: 01/01/2012 to 01/31/201	2					
School Code: G99999			End	Date: 0	1/31/2012	
Match Status: All						
UNBOOKED RECORDS THAT ARE UNMATCHED *NOTE - SCHOOL RECORDS OUTSIDE OF S.		RANGE WI	LL APPE	AR IN TH	IS SECTIO	N
Loan ID Student's Na: SCHOOL Disb# Seq# Date COD Disb# Seq# Date	Type G	ross ross	Fee Fee	Rebate Rebate	Net Net	Net Adj Net Adj
999999999012G99999001 WHITE, WENDE 1 1 01/05/2012 1 01/05/2012	D \$					
99999999012G99999001 WHITE, WENDE		0.750	400	0.41	40.700	
2 1 01/25/2012 2 1 01/25/2012					\$2,709	
99999999912G99999001 BLACK, BARBA	RA B					
1 2 01/02/2012 1 2 01/02/2012	A \$ A \$	1,500	\$45 \$45	\$23 \$23	\$1,478	\$1,281 \$1,282
99999999912G99999001 BLACK, BARBA NO MATCHING SCHOOL DIS		T EXISTS				
2 2 01/05/2012	A \$	1,501	\$45	\$23	\$1,478	\$1,281
TOTAL BOOKED RECORDS THAT ARE MATCH TOTAL BOOKED RECORDS THAT ARE UNMAT TOTAL UNBOOKED RECORDS THAT ARE MAT TOTAL UNBOOKED RECORDS THAT ARE UNM TOTAL DISBURSEMENTS:	CHED:					2 4 2 4 12

SAS Cash Detail

The SAS Cash Detail Report displays the information from SAS Cash Detail records in your school's DL Tools database. SAS Cash Detail data is received from the COD System and imported into DL Tools. This report contains Transaction Type, Transaction Date, Transaction Amount, COD Process Date, GAPS Control/Check Number, and Totals.

An EDExpress database connection is optional, as this report compares cash data, which is not currently stored in the EDExpress database.

Example 1

Below is an example of a SAS Cash Detail – Sorted by Transaction Type:

Report Date: 02/01/2012 U.S. DEPARTMENT OF EDUCATION PAGE: 1 Report Time: 12:01:01 DIRECT LOAN TOOLS - 2011-2012 SAS Cash Detail							
			Sor	t by: Trans Type			
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT							
Date Range: 01/01/2012 to 01/31/2012 Trans Type: All							
School Code:	G99999						
End Date: 01/	31/2012						
	Trans		COD Process	GAPS Control/			
Trans Type	Date	Trans Amount	Date	Check Number			
Receipt	01/02/2012	\$3,126	01/05/2012	111111111111			
Receipt	01/03/2012	\$5,881	01/10/2012	1111111111112			
Receipt	01/04/2012	\$9,217	01/11/2012	111111111111			
Receipt	01/05/2012	\$112	01/12/2012	111111111114			
Receipt	01/06/2012	\$378	01/13/2012	111111111115			
Receipt	01/07/2012	\$1,247	01/14/2012	111111111116			
Receipt	01/08/2012	\$4,084	01/15/2012	111111111117			
Receipt	01/09/2012	\$3 , 350	01/17/2012	111111111118			
Receipt	01/10/2012	\$1 , 797	01/18/2012	111111111119			
Receipt	01/11/2012	\$954	01/19/2012	111111111110			
Refund	01/02/2012	\$3 , 126	01/20/2012	111111111111			
Refund	01/03/2012	\$5 , 881	01/21/2012	111111111112			
Refund	01/05/2012	\$9 , 217	01/22/2012	111111111113			
Refund	01/06/2012	\$112	01/23/2012	111111111114			
Refund	01/07/2012	\$378	01/24/2012	111111111115			
Refund	01/08/2012	\$1,247	01/25/2012	111111111116			
Refund	01/09/2012	\$4,084	01/26/2012	111111111117			
Refund	01/11/2012	\$3 , 350	01/27/2012	111111111118			
Refund	01/12/2012	\$954	01/28/2012	111111111119			
Refund	01/14/2012	\$1 , 797	01/29/2012	111111111121			
The last provint Provint							
Total Cash Receipt Records: 10							
Total Refunds of Cash Records: 10							
Total SAS Cash Detail Records: 20							
Total Cash Receipt Amount: \$30,146							
		\ + •	\$30,146				
Total Refunds of Cash Amount: \$30,146							

The School Account Statement (SAS) import function has been updated to accommodate the addition of the Servicer Name field. Although the Servicer Name information is sent in the SAS file for all years, only the 2011-2012 (and forward) SAS Loan and Disbursement Detail report has been updated to include the new Servicer Name information.

SAS Loan and Disbursement Detail

The SAS Loan and Disbursement Detail Report (with the option to include or exclude disbursement detail) displays the information from SAS Loan and Disbursement Detail records in your school's database. SAS Loan and Disbursement Detail data is received from the COD System and imported into DL Tools. This report contains Student's Name, Loan ID, Record Type, Gross Amount, Fee Amount, Interest Rebate Amount, Net Amount, and Totals.

An EDExpress database connection is optional.

If no disbursement date range is entered in the Print dialog box, the Date Range label prints without a date range.

Below is an example of a SAS Loan Detail (Disbursement Detail Not Included) – Filtered for Both Booked and Unbooked, Page 1:

Report Date: 02/01/2012 U.S. DEPARTMENT OF EDUCATION PAGE: 1 Report Time: 12:01:01 DIRECT LOAN TOOLS - 2011-2012 SAS Loan Detail						
Sort by: Loan ID THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT ************************************						
School Code: G99999		Booke	ed Status	: Booked and	Unbooked	
End Date: 01/31/2012		Loan	Type: Al	1		
Student's Name PLUS Borrower's Name Loan ID Servicer Name	Record Type			Int Rebate Amount	Net Amount	
LEMON, LOU G 99999999912G99999001 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXX		·		·	
999999999512G99999002 XXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$2 , 000	\$48	\$24	\$1 , 976	
LEMON, ZOEY G 99999999912G99999001 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$2,000	\$48	\$24	\$1,976	
99999999912G99999002 xxxxxxxxxxxxxxxxxxxxxxxxxxxx	Unbooked	\$2,000	\$48	\$24	\$1,976	
999999999012G99999001 XXXXXXXXXXXXXXXXXXXXXXXXXXX	Unbooked	\$2,000	\$48	\$24	\$1,976	
RED, CARRIE M RED, ROBERT A						
999999999912G99999001 XXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$2 , 000	\$24	\$12	\$1,988	
999999999912G99999002 xxxxxxxxxxxxxxxxxxxxxxxxxx	Booked	\$2,000	\$24	\$12	\$1,988	
99999999912G99999001 XXXXXXXXXXXXXXXXXXXXXXXXXX	Booked	\$2,000	\$24	\$12	\$1,988	
DENIM, DAVID B 999999999912G99999001 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Booked	\$2,000	\$36	\$18	\$1,982	
999999999912G99999002 xxxxxxxxxxxxxxxxxxxxxxxxxxxx	Booked	\$2,000	\$36	\$18	\$1,982	
999999999112G99999001 XXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Booked	\$2 , 000	\$36	\$18	\$1,982	
GREEN, GLENN O 999999999512G99999001	Booked	\$100	\$61	\$30	\$69	
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Booked	\$2,000	\$61	\$30	\$1,969	
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Booked	\$2,000	\$61	\$30	\$1,969	

Below is an example of a SAS Loan Detail (Disbursement Detail Not Included) – Filtered for Both Booked and Unbooked, Page 2:

Report Date: 02/01/2012 UReport Time: 12:01:01 D		OOLS - 201			PAGE: 2		
Sort by: Loan ID THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT							
Date Range: 01/01/2012 to 01/31/2012							
School Code: G99999	School Code: G99999 Booked Status: Booked and Unbooked						
End Date: 01/31/2012		Loan	Type: Al	1			
Student's Name PLUS Borrower's Name Loan ID Servicer Name	Record Type			Int Rebate Amount			
KHAKI, KARA G 999999999912G99999001 XXXXXXXXXXXXXXXXXXXXXXX		\$2,000	\$67	\$33	\$1,966		
KHAKI, KLIEN G 999999999912G99999001 XXXXXXXXXXXXXXXXXXXXXXXXXX		\$2 , 000	\$67	\$33	\$1,966		
999999999912G99999002 xxxxxxxxxxxxxxxxxxxxxxxx	Unbooked	\$2,000	\$67	\$33	\$1,966		
999999999012G99999001 XXXXXXXXXXXXXXXXXXXXXXXXX	Unbooked	\$2,000	\$67	\$33	\$1,966		
GRAPE, GEORGE T 999999999912G99999001 XXXXXXXXXXXXXXXXXXXXXXXXXX		\$2,000	\$53	\$26	\$1,973		
99999999912G99999002	Booked	\$2,000	\$53	\$26	\$1 , 973		
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Booked	\$2,000	\$53	\$26	\$1,973		
GREEN, GLINDA M 999999999912G99999001 XXXXXXXXXXXXXXXXXXXXXXXXX	Unbooked XXXXXX	\$2,000	\$37	\$18	\$1,981		
Total Booked Loans: Total Unbooked Loans: Total Loans:	12 10 22	\$22,100 \$18,500 \$40,600					
Total Loan Gross Amount: Total Loan Net Amount:	\$40,600 \$39,902						

Below is an example of a SAS Loan and Disbursement Detail (Disbursement Detail Included) – Filtered for Booked Only, Page 1:

Report Date: 02/01/2012 U.S. DEPARTMENT OF EDUCATION PAGE: 1 Report Time: 12:01:01 DIRECT LOAN TOOLS - 2011-2012 SAS Loan and Disbursement Detail							
SAS Loan and Dispursement Detail Sort by: Loan ID THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT ***********************************							
Date Range: 01/01/2012 to 01/3	31/2012						
School Code: G99999	School Code: G99999 Booked Status: Booked						
End Date: 01/31/2012	Date: 01/31/2012 Loan Type: All						
Student's Name PLUS Borrower's Name Loan ID Servicer Name	Type		Gross Amount	Fee Amount	Int Rebate Amount	Net Amount	
Disb #				Date Gr	oss Amount	Net Amount	
BLUE, BILL B 99999999912G99999001 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX			\$2,000	\$24	\$12	\$1,988	
	1 Booked	D	01/02, \$2,000	/2012 \$24	\$100 \$12		
1 999999999012G99999001	1 Booked	D	01/05 \$2,000	/2012 \$24	\$100 \$12	\$76 \$1 , 988	
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		D	01/11	/2012	\$100	\$76	
WHITE, WILLIAM W 99999999912G99999001 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX			\$2,000	\$36	\$18	\$1 , 982	
	1 Booked			/2012 \$36		\$63 \$1 , 982	
1 999999999012G99999001	1 Booked			/2012 \$36		\$63 \$1 , 982	
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		D	01/15	/2012	\$100	\$63	
RED, RHONDA R 99999999912G99999001	Booked		\$100	\$61	\$30	\$69	
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXX			/2012		\$39	
999999999912G99999002 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Booked XXXX		\$2,000	\$61	\$30	\$1,969	
1 999999999012G99999001 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Booked			/2012 \$61		\$39 \$1 , 969	
1	1	D	01/20	/2012	\$100	\$39	

Below is an example of a SAS Loan and Disbursement Detail (Disbursement Detail Included) – Filtered for Booked Only, Page 2:

Report Date: 02/01/2012 U.S Report Time: 12:01:01 DIF SAS I	RECT LOAN		PAGE: 2			
Sort by: Loan ID THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT ************************************						
Date Range: 01/01/2012 to 01/	/31/2012					
School Code: G99999		Booked Statu	s: Booked			
End Date: 01/31/2012		Loan Type: A	11			
Student's Name PLUS Borrower's Name Loan ID Servicer	Record Type	Gross Fee Amount Amount	Int Rebate Net Amount Amount			
Disb ‡	Seq#	Type Disb Date G	ross Amount Net Amount			
BLACK, BRENDA B 999999999912G99999001 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXX					
999999999912G99999002 XXXXXXXXXXXXXXXXXXXXXXXXXXX	Booked XXXXX	D 01/20/2012 \$2,000 \$53	\$26 \$1,973			
999999999912G99999001 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Booked	D 01/22/2012 \$2,000 \$53				
Total Booked Loans: Total Unbooked Loans: Total Loans: Total Disbursements: Total Loan Gross Amount:	12 0 28 12	\$22,100	\$100 \$47			
Total Loan Net Amount:	321,386					

Disbursement Measurement Tool Report (EDExpress Schools Only)

This report is for EDExpress schools only. It monitors the disbursement process by calculating and averaging the actual process time from entry of actual disbursements, to sending the actual disbursements in a document to the COD System, and to booking the loan. The report compares the average number of days elapsed to your tolerances, or guidelines, in DL Tools System Setup. You can compile an Actual Disbursement Measurement Report with subtotals and totals for the records in the list. This report also contains the Student's Name, PLUS Borrower's Name, Disbursement Date/#/Type/Seq, Batched Date and Days Elapsed, Booked Date, and Days Elapsed.

An EDExpress database connection is required.

The names of all PLUS borrowers for each dependent student print on the Disbursement Measurement Tool report. For example, if a dependent student has one PLUS loan with the mother as the borrower and another PLUS loan with the father as the borrower, the report prints the names of both the mother and the father.

Below is an example of a Disbursement Measurement Tool Report, Page 1.

Report Date: 02/01/2012 Report Time: 12:01:01	DIRECT LOAN T	OOLS - 2011-2012	PAGE: 1		
Disbursement Measurement Tool Report (ALL RECORDS) Sort: Last Name THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT ************************************					
Date Range: 01/01/2012	to 01/31/2012	Tolerance (Disburs	ed to Batched): 0		
School Code: G99999		Tolerance (Disbur	sed to Booked): 0		
Student's Name PLUS Borrower's Name Loan ID	Disbursement Date/#/Type/Seq	Batched Days	ched Disb/Bked Booked Days Date Elapsed		
DENIM, DONALD A.					
COPPER, CALVIN 999999999912G99999001	01/01/2012 1 D 01	01/02/2012 1	01/05/2012 5		
999999999812G99999001	01/02/2012 1 D 01 01/10/2012 1 A 02		01/15/2012 13		
999999999012G99999001	01/02/2012 1 D 01 01/20/2012 2 D 01 01/22/2012 2 A 02	01/25/2012 5	30*		
RED, REID I. BLUE, BELLA					
999999999P12G99999001	01/05/2012 1 D 01 01/21/2012 1 A 01		01/20/2012 15		
999999999812G99999001	01/20/2012 1 D 01 01/21/2012 2 D 01 01/27/2012 2 A 02	01/26/2012 5	01/25/2012 5		
GREEN, GREG G. 999999999912G99999001	01/20/2012 1 D 01 01/25/2012 2 D 01		01/22/2012 2		
ZANY, ZOEY I. 999999999912G99999001	01/20/2012 1 D 01 01/23/2012 2 D 01		01/22/2012 2		

Below is an example of a Disbursement Measurement Tool Report, Page $2 \cdot$

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Report Date: 02/01/2012 U.S. DEPARTMENT OF EDUCATION Report Time: 12:01:01 DIRECT LOAN TOOLS - 2011-2012
                                                                          PAGE: 2
                       Disbursement Measurement Tool Report
                             (ALL RECORDS)
                                                                      Sort: Last Name
       THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
Date Range: 01/01/2012 to 01/31/2012 Tolerance (Disbursed to Batched): 0
School Code: G99999
                                           Tolerance (Disbursed to Booked): 0
Student's Name
                                                     Disb/Batched Disb/Bked
                      Disbursement Batched Days Booked Days
Date/#/Type/Seq Date Elapsed Date Elapsed
PLUS Borrower's Name
 Loan ID
Recommended Tolerance (Disbursed to Batched):
Recommended Tolerance (Disbursed to Booked):
Total Number of Grad PLUS Disbursement Records:
Average Days Elapsed (Disbursed to Batched):
                                                   1.00
Average Days Elapsed (Disbursed to Booked):
                                                   2.00
Total Number of PLUS Disbursement Records:
Average Days Elapsed (Disbursed to Batched):
                                                  2.33
Average Days Elapsed (Disbursed to Booked):
                                                  10.00
Total Number of Subsidized Disbursement Records: 7
Average Days Elapsed (Disbursed to Batched):
                                                  2.29
Average Days Elapsed (Disbursed to Booked):
Total Number of Unsubsidized Disbursement Records: 3
Average Days Elapsed (Disbursed to Batched): 6.33
Average Days Elapsed (Disbursed to Booked):
                                                  30.00
Total Number of Disbursement Records:
                                            3.23
11.67
Average Days Elapsed (Disbursed to Batched):
Average Days Elapsed (Disbursed to Booked):
* - Current Date Used
```